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Division of Family and Economic Security

Bureau of Working Families

To: Transitional Jobs Demonstration Project Contractors,
Subcontractors, and Staff

From: Angela Davis, Contract Manager
Transitional Jobs Demonstration Project
Bureau of Working Families
Division of Family & Economic Security

Subject: Notice of Wisconsin Statute 49.162 DCF
Administrative Code 110.08 Provision – Contractor
Option to Extend Transitional Jobs Subsidized
Employment End Date to June 30, 2013

Transitional Jobs Memo

No: 12-03

Date: 09/07/2012

Transitional Jobs Demonstration Project (TJDP) contractors have the option to extend Transitional Jobs (TJ) workers' subsidized employment end date from December 31, 2012 to June 30, 2013. This memo details the program requirements for the subsidized employment phase extension option. TJ contractors must have an approved request to extend the subsidized employment end date in order to continue subsidized employment beyond December 31, 2012.

A TJ contractor must submit a request to extend the subsidized employment phase beyond December 31, 2012 via e-mail to Angela Davis, the TJ Contract Manager, no later than 5:00 PM on Friday, November 2, 2012. The request to extend the subsidized employment phase must include the items listed below and meet the specified requirements.

1. Indicate the date the subsidized employment phase will end. All subsidized employment must *start* no later than March 31, 2013. All subsidized employment must *end* no later than June 30, 2013.
2. An updated budget showing modifications to monthly spending that will support the extended TJ subsidized employment phase, and related follow-up services. TJ contractors are required to submit modified budgets in the original TJDP budget format provided in the [TJDP Request for Proposals](#), page 15.
3. A description of the TJ contractor's capacity and plan for providing follow-up services to TJ workers who end subsidized employment between April 1, 2013 – June 30, 2013, and who need assistance with finding or retaining unsubsidized employment. TJ contractors must provide Follow-Up Phase job search and job retention services to TJ workers through June 30, 2013. A contractor shall conduct referrals and provide a list of contacts in writing to TJ workers in need of job search or retention services after June 30, 2013.

The referrals may be to local non-profit organizations, workforce investment boards, W-2 agencies, FSET provider agencies, private placement agencies, and other work programs.

All TJDP policies and guidelines apply during the subsidized employment extension period, including the subsidized employment limit of 1040 total hours per TJ worker. No TJ worker may work more than 1040 hours in subsidized employment during the entire TJDP contract period of September 1, 2010 – June 30, 2013.

The subsidized employment period extension is allowable in accordance with Wisconsin [DCF Administrative Code 110.08](http://docs.legis.wi.gov/code/admin_code/DCF/110/08) [http://docs.legis.wi.gov/code/admin_code/DCF/110/08] (for [Statute 49.162](http://docs.legis.wi.gov/statutes/statutes/49/III/162) [http://docs.legis.wi.gov/statutes/statutes/49/III/162]), which stipulates that six months of follow-up services are not required if a contractor's contract to operate a TJ program has ended. All TJDP contracts end on June 30, 2013.

For questions about this memo, contact Angela Davis, Transitional Jobs Contract Manager, at (608) 266-3034 or angela.davis@wisconsin.gov.